

TRI-TOWN EMS JOINT BOARD

3:30 p.m., April 19, 2012

Pembroke Town Hall
311 Pembroke Street
Pembroke, NH 03275

Members Present: Chief Rob Martin, AFD; Chief Harold Paulsen, PFD, David Jodoin, Pembroke Town Administrator; Paul Apple, Allenstown Town Administrator

Others Present: None.

The Board convened at 3:30 p.m.

1. Organizational Meeting

The Board elected Harold Paulsen interim Chair and Paul Apple interim secretary. Organization and election of officers will be revisited once the at large and Tri-Town representatives are chosen.

2. Discussion of Joint Board Role in Finalizing the Inter-Municipal Agreement

The Chair raised the issue of the apportionment of costs formula in the agreement and suggested we should run comparisons between how it is done now and how it would be under the equalized value formula. The consensus is that the Board would do that and then make recommendations to the Select Boards on any necessary amendments to the Inter-Municipal Agreement.

3. Personnel Plan

The Board discussed the development of personnel plans and standard operating procedures. Mr. Jodoin has a draft policy from LGC that he will circulate. The Board agreed that the Director should probably propose policies and SOPs.

The Board then discussed the Director's position. The Chair has a job description developed for the current Tri-Town Director. He will circulate that and Members will come to the next meeting with comments on that description.

4. Miscellaneous

Mr. Jodoin reported that the Special Resolving Fund had been authorized by the Pembroke Town Meeting.

The Chair expressed several concerns. He believes we need to make sure that pay rates for the new service should be competitive.

The Board is also concerned about vehicle use for meals, although there was consensus that stopping for a meal after a run was not a problem.

There is also concern about doing personal business on company time and that this practice should stop in the new service.

Mr. Jodoin reported that Tri-Town currently uses CAG. The Chair said that Concord uses CAG as well.

The Board agreed that once Tri-Town employees become town employees, The Board should invite LGC to do full personnel training, including sexual harassment. Additionally, all personnel should have full background checks.

5. Board's role in the Inter-Municipal Agreement

The Board agreed that Mr. Apple should go ahead and submit the Inter-Municipal agreement to the Attorney General for approval. Mr. Jodoin will invite Scott Wheeler from LGC to advise the board on what else needs to be done since Mr. Wheeler has been through this process before.

6. Financial Services

Mr. Jodoin brought up the question of financial services would be apportioned. The consensus is that financial service is a gross expense of the service that should be apportioned among the towns according to the formula.

7. Additional Members

Mr. Jodoin and Mr. Apple would bring the question of nominations to the Select Boards on May 7, 2012.

The Board agreed that its next meeting would be on May 10, 2012 at 3:30 pm.

The meeting was adjourned by the Chair at approximately 4:25 pm.

SIGNATURE PAGE

On motion of _____ that was seconded by _____,
the minutes for April 19, 2012 were approved on _____, 2012.

HAROLD PAULSEN

DAVID JODOIN

ROBERT MARTIN

PAUL APPLE